

Division of Apprentice Training
Department of Workforce Development
Commonwealth of Massachusetts



PRE-APPRENTICESHIP

STANDARDS

EMPLOYER PROGRAM SPONSOR

FORMULATED BY

TRAINING PROGRAM SPONSOR

ADDRESS

DEFINITIONS

"PRE-APPRENTICE" shall mean an individual who has agreed, and signed an active Pre-Apprentice Agreement, with an employer, a Cooperating Educational Facility, and the Division of Apprenticeship Training, the Massachusetts Department of Labor and Workforce Development to acquire the necessary skills that will lead to a formal apprenticeship in a particular trade upon graduation.

"APPROVING AGENCY" shall mean the Division of Apprenticeship Training, Massachusetts Department of Labor and Workforce Development.

"SUPERVISOR OF THE PRE-APPRENTICE" shall be the person designated to perform the duties as outlined in these Standards.

"PRE-APPRENTICE AGREEMENT" shall mean a written agreement between the Pre-Apprentice, his/her parent or guardian (if necessary), the employer, and a Cooperating Educational Facility. Every Pre-Apprentice Agreement shall be approved by and filed with the Division of Apprenticeship Training, Massachusetts Department of Labor and Workforce Development.

"APPROVED SPONSOR" shall mean an employer who has agreed to employ a Pre-Apprentice for training in a particular skill using an established work process and progressive pay schedule that has been agreed upon by the Approving Agency.

"PARTIES TO THE PRE-APPRENTICE AGREEMENT" shall mean the Pre-Apprentice, his/her parent or guardian (if necessary), the Approved Sponsor, the Cooperating Educational Facility and the Approving Agency, each of whom shall sign the Pre-Apprentice Agreement.

"STANDARDS OF PRE-APPRENTICESHIP" shall mean this entire document including these definitions.

Standards for Pre-Apprentice Programs

1. The Pre-apprentice must be employed and trained in an apprenticeable occupation as defined in 453 CMR 7.02
2. The first 60 days of employment for the pre-apprentice shall be a probationary period. During this probationary time the agreement may be canceled by either the pre-apprentice or the sponsor may cancel the agreement. The Division shall be notified of all such cancellations within 30 days.
3. The employer intends and expects to give the pre-apprentice continuous employment and will use its best efforts to keep the pre-apprentice employed during the full term of pre-apprenticeship.
4. If any pre-apprentice is temporarily released due to business conditions, that pre-apprentice shall be given the opportunity to be reinstated before any additional pre-apprentice is employed in the same trade.
5. The sponsor must ensure that the pre-apprentice will be paid no less than the amount specified in a predetermined schedule of wage rates.
6. The journey person's rate used for establishing the pre-apprentice's wage schedule shall be stated in dollars and cents and shall be reviewed annually and, if appropriate re-adjusted, and must be put in the pre-apprentice agreement.
7. The entry pre-apprentice wage rate shall be not less than the minimum wage prescribed by applicable state or federal law.
8. The pre-apprentice will be under the general supervision of the journeyperson with whom the pre-apprentice will work and the direct supervision of the employer whose duty it shall be to see that the pre-apprentice receives the work experience outlined in these Standards.
9. The pre-apprentice shall be given periodic performance evaluations by the supervising journey person.
10. The ratio of pre-apprentices to journeypersons indentured by the Sponsor shall not exceed the ratios specified in the most recent version of the Division's Ratio Policy Implementation Manual; Publication #16,445-62-50-9-90-CR. When determining ratio, pre-apprentices and apprentices are counted equally and jointly.
11. The pre-apprentice shall be trained in safe and healthful work practices and shall work only in environments that comply with all applicable Massachusetts and federal occupational safety and health standards.
12. The Sponsor shall establish a procedure to receive, investigate and resolve complaints and concerns raised by the pre-apprentice relative to the pre-apprentice program. To the extent possible, confidentiality of the information provided to the apprentice program sponsor concerning matters raised by the pre-apprentice shall be maintained.
13. The records of the pre-apprentice's work experience shall be kept by the sponsor and will be available for review yearly by a Field Representative from the Division.
14. For employers with five or more pre-apprentices and/or apprentices, affirmative action information will be kept by the sponsor and available for review yearly by a Field Representative from the Division.

15. These standards shall be submitted to the Massachusetts Division of Apprentice Training for approval and will become effective upon the date of approval.
16. These standards of Apprenticeship may be amended by the employer provided such amendments are approved by the Massachusetts Division of Apprentice Training. A copy of all changes shall be furnished to each pre-apprentice.
17. Within 30 calendar days of a pre-apprentices cancellation or completion of the program, the Sponsor must send written notification thereof to the Division.
18. Every pre-apprentice agreement entered into under these Standards of Pre-Apprenticeship shall contain a clause making the standards a part of the agreement with the same effect as if expressly written therein. For this reason, every applicant (and the parent or guardian, if the applicant is a minor) shall be given a copy of the Standards of Pre-Apprenticeship and an opportunity to read them before any signature is affixed thereto.

Signature of Sponsor (Please Sign In Blue Ink)

Date

**APPROVED AND ACCEPTED BY
APPROVED SPONSOR**

**APPROVED BY AND FILED WITH THE
DIVISION OF APPRENTICE TRAINING,
MASS. DEPT. OF LABOR AND
WORKFORCE DEVELOPMENT**

By: _____

By: _____

Deputy Director

TITLE: _____

DATE: _____

DATE: _____

**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF APPRENTICE TRAINING**

TO: Pre-Apprentice Program Sponsors

FROM: John Rich

Re: Regulation Requirement

I have read the pre-apprentice standards, I understand my responsibilities relative to the directives contained therein.

Please sign, date and enclose this copy with your application.

Signature: _____ Date: _____
Pre-Apprentice (Please Sign In Blue Ink)

Signature: _____ Date: _____
Pre-Apprentice Coordinator (Please Sign In Blue Ink)